Evaluation of Employee Performance - Rating Criteria (Sample)

Duty	1 Fails to Meet	2 Barely Meets	3 Meets	4 Exceeds	5 Greatly Exceeds
Evaluation of Employee	Disregards compliance	Neglects to comply with	Completes all required	Meets expectations	Exceeds expectations
Performance	with the requirements	the requirements	performance evaluation	AND;	AND;
	outlined by 101 KAR	outlined by 101 KAR	system trainings,		
	2:180 pertaining to the	2:180 pertaining to the	meetings and	Completes all required	Completes all required
	completion of	completion of	documentation as	performance evaluation	performance evaluation
	performance evaluation	performance evaluation	outlined by 101 KAR	system meetings as	system meetings as
	system trainings,	system trainings,	2:180.	outlined by 101 KAR	outlined by 101 KAR
	meetings and	meetings and		2:180 by the agency	2:180 by the agency
	documentation.	documentation.	Exercises and	requested or regulatory	requested or regulatory
			demonstrates fair and	compliance date.	compliance date.
	Fails to complete a	Does not consistently	equitable treatment of		
	phase in the	abide by the agency	all employees in	Provides employees a	Uses the Evaluator
	performance evaluation	requested or regulatory	accordance with all	copy of their PD to aid in	Checklist when
	process.	compliance dates for the	federal and state	consistency of the	completing each phase
		required performance	employment laws and	performance plan.	of the evaluation
		evaluation system	related Executive Orders		process.
		meetings without	including the agency's	Requests employees	
		acceptable justification.	policies, guidelines and	provide comments	Reviews performance
			procedures.	relevant to their	plan and employee
		Interim comments do		performance for use in	feedback prior to
		not contain enough	Meets agency requested	developing interim	creating and finalizing
		detail to adequately	or regulatory	review comments.	interim review
		justify the rating(s)	compliance dates for	1.1.2	comments to aid in
		given. Interim	evaluation meetings.	Interim comments	accuracy throughout the
		comments are	Lataria a a sa sa ta	include ample	performance year.
		duplicated and are not	Interim comments	documentation to justify	Offers for the Next-Line
		specific to the interim	adequately justify the	the rating(s) given and	
		period.	rating(s) given.	provide specific examples of how the	Supervisor to review performance plans,
				employee performed to	interim review
				meet, exceed or fail to	comments and annual
				meet, exceed of fall to	comments and annual

Evaluation of Employee Performance - Rating Criteria (Sample)

Duty	1	2	3	4	5
	Fails to Meet	Barely Meets	Meets	Exceeds	Greatly Exceeds
				meet expectations.	evaluations and ratings prior to meeting with employees.